

**BY ORDER OF THE COMMANDER
4TH FIGHTER WING**

**SEYMOUR JOHNSON AFB INSTRUCTION
36-205**



20 JULY 2010

Personnel

**SENIOR AIRMAN BELOW-THE-ZONE
(BTZ) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 4 FW/CCCEA

Certified by: 4 FW/CC
(Col Patrick J. Doherty)

Pages: 11

This instruction establishes procedures for the 4th Fighter Wing (4 FW) Senior Airman Below-the-Zone (BTZ) Program. It applies to all 4 FW personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

1. Roles and Responsibilities.

1.1. Command Chief Master Sergeant (4 FW/CCC): Has the overall responsibility for the program with the Military Personnel Section (MPS) administering the program.

1.2. Military Personnel Section (4 FSS/FSMPD):

1.2.1. Produce an eligible listing within the first 10 days of the first processing month of each cycle (Jan, Apr, Jul, Oct).

1.2.2. Verify rosters and forward to the unit first sergeants with a cover letter that outlines their responsibilities.

1.2.3. Coordinate with 4 FW Command Chief's Executive Assistant to schedule Central Base Board (CBB) on 4 FW Command Chief's calendar and 4 FW Conference Room.

1.2.4. Provide a recorder for the CBB. See paragraph 5.2.

1.3. Unit Commanders:

1.3.1. Uses the BTZ unit eligibility list and an appropriate evaluation process to determine their nominee to the CBB. The commander can nominate one, several, or all to the CBB.

1.3.2. The unit commander underlines the name of the nominee(s), dates and signs the list, and returns it to 4 FSS/FSMPD NLT the 1st Friday of the selection month (Mar, Jun, Sep, Dec).

1.4. Units:

1.4.1. Small Units: Consider all individuals on the unit listings for BTZ consideration. This includes reviewing an individual's EPR(s), personnel records, personnel information file (if available), pt scores and status and discussing the consideration with the supervisor and chain of command, etc before making a BTZ decision. NOTE: Eligible personnel who departed PCS with a reporting date on or after the first day of the processing month (Jan, Apr, Jul, Oct) are considered by the losing base.

1.4.2. Large Units: May convene their own boards and promote using their quota. They may also decide to relinquish their quota to the CBB and have their individuals meet the base board. If they convene their own boards they will provide a letter to 4 FSS/FSMPD identifying the names of their selectees. The letter will be due NLT the 2nd Friday of the appropriate selection month (Mar, Jun, Sep, Dec). A unit is not obligated to utilize the full quota.

2. Eligibility:

2.1. Senior Airmen must meet the minimum requirements of AFI 36-2502 Table 2.1.

2.2. The immediate commander must recommend Airmen for promotion who are fully qualified for promotion below-the-zone. Fully qualified SrA includes having 36 months time in service (TIS) and 20 months time in grade (TIG), or 28 months TIG, whichever occurs first and possessing a 3 skill level. Promotion to SrA BTZ (if selected) is 6 months prior to the otherwise fully qualified date.

3. Quotas:

3.1. Quotas are based on 15 percent of the eligibles. Large units with 7 or more eligibles receive quotas and promote at the unit level. Small units with 6 or less eligibles are combined into one pool of eligibles to form the CBB population.

3.2. The following is a breakdown of eligibles vs quotas:

| # Eligibles | Quota | # Eligibles | Quota |
|-------------|-------|-------------|-------|
| 7-9 | 1 | 37-43 | 6 |
| 10-16 | 2 | 44-49 | 7 |
| 17-23 | 3 | 50-56 | 8 |
| 24-29 | 4 | 57-63 | 9 |
| 30-36 | 5 | 64-69 | 10 |

4. AF Form 1206, Nomination for Award:

4.1. AF Form 1206 is prepared for each nominee. The nomination will be no more than 15 lines in length (including sub-bullets), not including headings.

4.2. The headings will include Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base or Community Involvement.

4.3. Accomplishments will cover the period between the nominee's date of entry and the board cutoff date.

5. Central Base Board (CBB):

5.1. The CBB consists of five members. The board will consist of one Board President in the grade of CMSgt and four board members in the grades of MSgt through CMSgt from different groups. The 4 FW/CCC or their designee will preside as Board President. Appointment of board members is completed by the 4 FW/CCC and approved by the convening authority, 4 FW/CC.

5.2. The recorder (non-voting) will be from the 4 FSS/FSMPD, Enlisted Promotions. The recorder will be a trusted agent in totaling the scores, preparing the board minutes and coordinating the results to the convening authority. The recorder will ensure that an officer is available to administer the oath to the board members. The recorder will also ensure that the nominees for the board packages are forwarded to board members electronically for scoring two

days prior to the board meeting. The Board President will ensure that fair and equitable consideration is given to each nominee.

5.3. Board members will score and rank order each record using the standard score sheet (see Attachment 3). Significant differences in board member scores will be evaluated and resolved by the board president. No member will be required to alter any score they have given on record unless it violates scoring rules. The board president will combine board members' rank order scores of each nominee.

6. Selection Process:

6.1. Selectees will be determined by using rank order scoring (#1 equals 1 point, #2 equals 2 points, etc., the member with the lowest score is selected). If a tie exists, the president will determine final selectees. A 6-10 point "whole person" scoring system will be utilized. The board president will solve any discrepancies.

6.2. The Board President will sign the written report, prepared by the recorder. It will list the board members, order of merit for selection (with total score and select/nonselect indicated), and the cutoff score for final approval. If a selectee becomes ineligible before the promotion effective date, the convening authority may promote the first alternate selectee. If the first alternate selectee's BTZ promotion eligibility date has passed, the promotion effective date will be the date of the unit commander's recommendation with a date of rank equal to the BTZ promotion eligibility date. This list will be routed through 4 FW/CC for final approval.

7. Promotion Notification Process:

7.1. Small Units: 4 FSS/FSMPD will release the names of the selectees and non-selectees to the appropriate unit commanders after the board results are approved. Unit commanders will be responsible to notify all eligible personnel of the results of the board.

7.2. Large Units: Unit commanders may release the names of the selectees and non-selectees after the CBB convenes.

7.3. Prescribed Forms

No Prescribed Forms

7.4. Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

PATRICK J. DOHERTY, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2502, *Airman Promotion/Demotion Programs*

Abbreviations and Acronyms

BTZ—Below the Zone

CBB—Central Base Board

NLT—No later than

TIG—Time in Grade

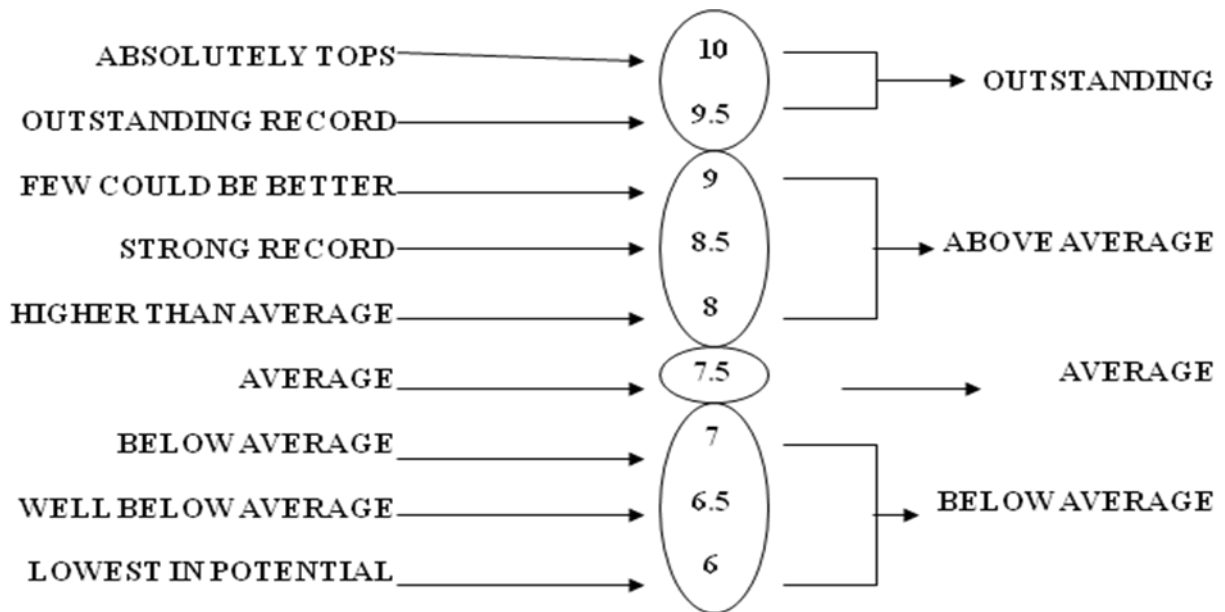
TIS—Time in Service

ATTACHMENT 2

SCORING INSTRUCTIONS

Congratulations on your selection as a board member for the 4 FW Below-the-Zone program. The following information is provided to assist you in scoring the packages you've been given to review. Please take a minute to review before you begin the scoring process.

Scoring: The packages are scored on a 6 to 10 point scale and you may use 1/10th increments. The following scale should be applied when determining your score.



Please record the raw score on your score sheet and rank order prior to the board convening. In the case of a tie, the board will discuss the merits of the tied packages and resolve the split. The board president will not cast a tie-breaking vote unless absolutely necessary.

Points to consider while scoring:

Packages will be accepted at face value. Do not spend time trying to decide if you should believe a package. It has been forwarded by a squadron commander and group commander. Their integrity will not be questioned by the board.

Duty performance is the primary factor in scoring. The Air Force considers the whole person important and we want well educated leaders who are involved in leading the community as well, but day to day duty performance is the key, especially in a deployed environment. At least 80 percent of your score should be based solely on duty performance.

Numbers: Raw numbers tell you very little. Don't be swayed by statements like "handled 3,000 shipments" or managed a \$5 million contract" unless the form also tells you why that is important. It is difficult to balance dissimilar career fields against one another so it is important to make sure that the writer tells you the impact of the work done. Are 3,000 shipments more or less than normally expected? Is it an increase over previous years, etc.?

Impact: Review the nomination carefully to see if it includes solid impact statements. Has the writer given you a way to measure the impact of the work done? For example, it is easy to write that someone revamped procedures but what is important is how that impacted the work section. Did the revamped procedures improve operations? If so by how much? Look for time saved, money saved, manpower reduced, etc.

Fluff: Weak packages are usually propped up by flowery writing. Look beyond the adjectives, adverbs, and hyperbole and see if there are any facts to back up the excitement. For example, the statement #1 of 200 SNCOs in the group” sounds impressive but in reality the writer has taken a line to tell you something you already know. If you have the package it is obviously for the best SNCO in the group. As for the number, is it fair to give more weight to the person who is in the larger group? If it were, the MXG and MSG would have an advantage over the MDG and OG every time. If they really are a “Superior NCO with exceptional leadership and mentorship skills” something in the package should tell you who they led and mentored and the impact they had.

There are no unimportant career fields, all are significant to the mission. Consideration should be given to how well the person did their duties, not whether you think one duty is harder or more important than the other. No AFSC can carry the load on its own and career field bias is completely unfair. Don’t let your personal opinions influence the board process.

Please do not let writing style, punctuation, spelling, etc. influence your score. We are judging the member being nominated based on their performance for the month. It should not be discounted or overshadowed by poor work on the part of their leadership.

Please arrive at the board with your packages scored and your mind open and ready for discussion. The split resolution discussions are often lively. Please keep in mind that their purpose is to ensure a group consensus on the board. It isn’t board member versus board member we are a team working together to make the best possible selection.

| | | | | | | | | |
|--|--|--|--|---|--|--|--|--|
| | | | | | | | | |
| 1206 Score: | | | | | | | | |
| Order of Merit: | | | | | | | | |
| SCORING PROCESS: Points on this sheet reflect the total score from each board member, after all splits have been resolved. | | | | SCORING GUIDE: The AF 1206 will be scored on a 6 - 10 point system utilizing the whole-person concept (half point scoring increments is authorized and encouraged). | | | | |
| Grade/Name/Unit | | | | Signature | | | | |

ATTACHMENT 4
BTZ BOARD MEMBER TALLY SHEET

| | <i>Nominee #1:</i> | <i>Nominee #2:</i> | <i>Nominee #3:</i> | <i>Nominee #4:</i> | <i>Nominee #5:</i> | <i>Nominee #6:</i> | <i>Nominee #7:</i> | <i>Nominee #8:</i> |
|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | | | | | | |
| 1206 Score: | | | | | | | | |
| Order of Merit: | | | | | | | | |

| | <i>Nominee #10:</i> | <i>Nominee #11:</i> | <i>Nominee #12:</i> | <i>Nominee #13:</i> | <i>Nominee #14:</i> | <i>Nominee #15:</i> | <i>Nominee #16:</i> | <i>Nominee #17:</i> |
|-----------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | | | | | | | |
| 1206 Score: | | | | | | | | |
| Order of Merit: | | | | | | | | |

| | |
|---|---|
| SCORING PROCESS: Points on this sheet reflect the total score from each board member, after all splits have been resolved | SCORING GUIDE: The AF 1206 will be scored on a 6 - 10 point system (1 point for person concept (half point scoring increments is authorized and encouraged)). |
| Grade/Name/Unit | Signature |

**Board members are reminded to evaluate each 1206 and record scores using a 6-10 scale and rank order each record. The amount of information is not the determining factor, but the quality of information provided for the period being considered is paramount*